



PLAY TIME & TOT CAMP RULES & REGULATIONS, LATE PICK-UP & REFUND POLICY

Thank you for registering your child in the Recreation Division's Play Time / Tot Camp Program. Our intent is to provide a quality program for your child's mental, physical, and social development. You can help by cooperating with the following rules:

1. All children must be 3 years of age by the start of the program.
2. Child must have a physical exam and record of immunizations within 30 days of admission. Original proof of exam and immunization must be submitted to Recreation Staff prior to first day of program.
3. Program begins at 9:30 a.m. (Play Time) or 9:00 a.m. (Tot Camp). Parents are asked to please refrain from staying past dropoff time to "look in" on their child as this may cause disruption to the program. Please bring your child on time.
4. **NEVER LEAVE YOUR CHILD AT THE FACILITY WITHOUT FIRST MAKING SURE RECREATION STAFF IS ACTUALLY THERE.**
5. At dismissal time 12:30 p.m. (Play Time) or 12:00 pm (Tot Camp), a parent must come for the child in person to the classroom. Child will be allowed to leave only with authorized adults listed on participation form. Authorized pick up persons must present their I.D. at the time of pick-ups.
6. Be prompt when you pickup your child.
7. For outdoor facilities, on rainy or cold days, please call your park between 8:30 a.m. and 8:45 a.m. to inquire as to whether the program will be conducted.
8. Please advise Recreation Staff if there are any foods your child is not permitted to have.
9. Your child's birthday may be celebrated at the facility. Please advise Staff what refreshments you will be bringing.
10. **If your child is ill, please keep him/her home.**
11. If your child is going to be out for any length of time, please notify Recreation Staff.
12. Recreation Staff must be informed if your child has any allergy, or any other medical condition.
13. Child must wear rubber soled, closed toe shoes (no sandals).
14. **Each child should be able to take care of him/herself in the bathroom before enrolling in Play Time / Tot Camp.**
15. All children must be able to sit during class time.
16. Any child who creates a discipline problem can be suspended (without refund) from the program.
17. Please discuss the following safety rules with your child.
 - No climbing trees or fences
 - No throwing sticks, rocks, sand, or playground equipment/toys
 - No biting, pushing, fighting or wrestling
18. **Please keep us informed of any changes to address, telephone numbers or authorized adults for pickup. We must have at least two phone numbers on record.**
19. Child(ren) will be released to person/persons indicated on the participant registration form. Any changes must be made in writing at least at least 24 hours in advance. Child will be allowed to leave only with authorized adults listed on participation form or Emergency Contact Card.
20. Person picking up child must come inside the facility to sign the child out; we will not allow children to wait outside or leave when parent beeps a car horn. For the safety of the children, it is necessary for staff to see who is picking up each child.
21. All participants must be picked up no later than program closing time (parent/legal guardian is responsible to check program hours of operation). We understand that unforeseen circumstances do arise which can cause a late pick up, however; this problem has increased to such an extent that a late pick up policy has been implemented. All participants picked up after program closing time will be billed accordingly:
 - 5 - 15 minutes late - \$5
 - 16 - 60 minutes late - \$15
 - 61 - 90 minutes late - \$20
 - 91 - 120 minutes late - \$25
22. Please note: In the event of the unavailability of staff to stay after program closing time, a police officer will take the participant to the police station. Notice will be posted at facility advising parent of their participant's location.
23. All parents/legal guardians must sign a late pickup form when picking up form and their participant after program closing time. Payment must be received within one week after date of late pick-up. If someone other than the parent or guardian picks up the participant late, notification will be sent directly to the participant's home. In addition, four late pick-ups during a one-month period may result in suspension (without refund) from the program.

REFUND POLICY

The City of Miami Beach Parks and Recreation Department reserves the right to cancel or change any class, program, camp, instructor, schedule and/or policy and procedure as deemed necessary. If class, program, or camp minimums are not reached within 48 hours of the start date, class/program/camp is subject to cancellation. In the event the City of Miami Beach Parks and Recreation Department cancels any class, program, or camp, a full refund will be issued without making a refund request in writing. All other refunds requests must be made in writing no later than four (4) weeks after program start date; however, staff must verify participant attendance prior to submitting refund request. No refund/transfer requests will be issued after the four (4) week period.

Classes/Specialized Programs/Athletics: Refund requests received 7 days in advance will only be refunded 50% of the class fee. Transfers will be allowed up to 7 days in advance with no penalty. Due to the high demand and limited number of available spaces, **NO REFUNDS/TRANSFERS will be issued 7 days prior to the first day of any class** or specialized program.

My signature acknowledges that I have duly read and understand the above stated Rules and Regulations / Refund Policy.

Participant Signature

Parent/Guardian's Signature